

| UNIVERSITY OF WARWICK CDT MANAGEMENT COMMITTEE OPEN MINUTES OF THE MEETING HELD 11:00 – 13:00 11 JANUARY 2022, MICROSOFT TEAMS | | | |
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| Present | Caroline Meyer | CM | PVC-Research (Chair) |
| | Nicola Attridge | NA | PGR Funding Manager, Doctoral College |
| | Dan Branch | DB | Academic Director of Graduate Studies |
| | Jennifer Burns | JB | Director of M4C |
| | Nikki Glover | NG | Administrator of SynBio & NERC CENTA |
| | Helen Knight | HK | CDT Administrative Officer, Physics (EPSRC) |
| | Jonathan Millar | JM | Director of MRC DTP |
| | Vardis Ntoukakis | VN | Director of BBSRC MIBTP |
| | Jose Rodrigo | JR | Co-Director of Warwick FMS CDT |
| | Ashleigh Skelhorn | AS | Consortium Manager of ESRC MGS |
| | Michael Tildesley | MT | Director of EPSRC MathSys |
| | Rebecca Vipond | RV | CDT Coordination Manager (Secretary) |
| | Sharon Wilson | SW | Administrator of M4C |
| In attendance | Steven Brown | SB | Director of Analytical Sciences |
| | Mehrdad Dianati | MD | Co-director of Future Mobility Technology |
| | Matt Ferguson | MF | Director of Development, DARO |
| | Julie Macpherson | JM | Director of Diamond Science Technology |
| | Rachel Mason | RM | Administrator, Warwick FMS CDT |
| | Philip Mawby | PM | Co-director of Future Mobility Technology |
| | Mark Steel | MS | Co-Director of Warwick FMS CDT |
| Ref | Item | | |
| 080 | Apologies for absence <ul style="list-style-type: none"> Tomo Kimura and Ian Hamilton sent their apologies | | |
| 081 | Declarations of Interest No new declarations were made. | | |
| 082 | Minutes of last meeting on 8 October 2021 The minutes of the meeting held on 8 October 2021 were received and approved. | | |
| 083 | Matters arising from last meeting on 8 October 2021 <ul style="list-style-type: none"> The CDT blueprint project is ongoing. The MIBTP programme manager as not yet been recruited. PGR Funding best practice guidelines project is ongoing. Doctoral College is lobbying to bring a delayed SITs EDI data collection project back online to provide robust aggregate EDI data to underpin any new initiatives. ACTION: RV to share CDT Blueprint paper at the next meeting ACTION: CM to request an update from Life Sciences colleagues on the recruitment of the MIBTP programme manager ACTION: RV, NA, TK to share PGR Funding Best Practice paper at the next meeting | | |
| Chair's Update | | | |
| 084 | Chair's Business Welcome to the new member of CDTMC – Ian Hamilton, student representative. | | |
| Governance | | | |
| 085 | The Chair confirmed that the Terms of Reference are prevailing. | | |
| Finance and Resources | | | |

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| 086 | <p>CDT Funding Horizon Scanning</p> <p>The Committee received a verbal report. Key points and discussion were as follows:</p> <ul style="list-style-type: none"> • CDT programme funding is cyclical, with regular review and renewal. • The call to renew ESRC MGS will be summer 2022, with the deadline for applications in early 2023. • There is an open call for ERC Marie-Curie COFUND applications, deadline February 2022. There has been interest from CDT programmes. However, increased central understanding and support of the financial and research value of such calls is necessary. • No other open funding calls from the major PGR programme funders were reported. • The internally funded CDTs final recruitment is October 2023 entry and so renewed consideration of their funding strategies is required. • MF provided an overview of the work with philanthropic donors that takes place in DARO, with a view to being able to present new CDT packages to possible donors. Currently philanthropic donations support 50-60 PhD studentships. • Donors, particularly alumni, usually aim to underpin Warwick’s world-level ambitions and bold, novel programmes which support those aims. • Hybrid funding structures, which utilises internal, external and research council co-funding are usually seen as beneficial by all parties. <p>ACTION: CM to follow up with Finance & University Executive to discuss the process and criteria for assessing bids to externally funded PGR training calls.</p> |
| 087 | <p>Internally Funded CDT Annual Reports</p> <p>The Committee received the report (087-CDTMC). Key points and discussion were as follows:</p> <ul style="list-style-type: none"> • Each of the four internally funded CDTs presented an annual report on their recruitment, financial position, and future. <ol style="list-style-type: none"> 1. Analytical Sciences CDT 2. Diamond Science Technology CDT 3. Future Mobility Technologies CDT 4. Maths & Stats CDT • These internally funded programmes are often used to maximise industrial and other external financial support through co-funded initiatives. • The CDT model is seen as beneficial by applicants, who wish to join an active cohort of peers. • The cohort structure has enabled CDT students to withstand pandemic disruptions more robustly than in non-CDT programmes. • There is anecdotal evidence that CDT programmes enable increased recruitment of students from underrepresented groups. • While each CDT has fully recruited to all cohorts, the recruitment of home-fees students can be very difficult due to sector-wide external factors, though there are sufficient interested excellent overseas-fees students. • A centralised policy to enable the recruitment of overseas-fee talent would be valued, for example by establishing a centralised practice to grant fee waivers when dictated by funding requirements. • Each of the four CDTs is now looking to future financial planning, for example the next EPSRC CDT call. • Following the recent Doctoral Review, it is anticipated that future EPSRC CDT calls will be more responsive and thematic, which will dictate the strategy required to secure funding. • Continued internal funding would enable these programmes to leverage significant co-funding from industrial and other external partners. • A more systematic marketing strategy and campaign would help all CDT programmes, though directly corresponding with targeted UG societies in other institutions has been fruitful. <p>ACTION: CM & DB to consider a centralised system and policy for granting fee waivers to recruit excellent overseas-fee talent while circumnavigating departmental ARC-budget concerns about fee income.</p> |

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| | ACTION: RV to liaise with CDT administrators and Marketing to provide a centralised CDT marketing campaign and student examples. |
| 088 | <p>1+3 Programme Issues</p> <p>The Committee received the report (088-CDTMC). Key points and discussion were as follows:</p> <ul style="list-style-type: none"> • CDTs provide an enriched cohort experience with bespoke training. • There are several approaches to this including: a formal 1+3 programme, an integrated training qualification (PGDip), integrated level 9 taught courses (leading to no additional qualification), and an informal complimentary training programme. • In a 1+3 programme, students undertake a separate PGT course prior to commencing the PGR course. • 1+3 programmes benefit students by providing two degree-level qualifications and by making the enriched taught element explicit. They can be seen to be particularly attractive to students from underrepresented groups. • They often encounter the following problems: <ul style="list-style-type: none"> ○ 1+3 students require two separate visas. ○ 1+3 programmes can cause confusion for students with complimentary external funding. ○ 1+3 students require two university cards, which can disrupt access. ○ 1+3 students and other stakeholders can be confused about their changing status & identity. ○ 1+3 taught cross-faculty courses that piggyback existing departmental courses can experience difficulties in prioritisation, communication, and timetabling. ○ 1+3 students worry about self-plagiarism between the two courses of the programme. ○ 1+3 students have a shorter funded period on the PGR course than other students. ○ Where 1+3 programmes span multiple departments, administration communication can be missed, relying on colleagues to pass messages as opposed to receiving them directly. <p>ACTION: RV to identify and liaise with stakeholders about each matter raised, reporting to the next meeting</p> |
| 089 | <p>Equality, Diversity & Inclusion</p> <p>The Committee received the report (089-CDTMC). Key points and discussion were as follows:</p> <ul style="list-style-type: none"> • UKRI recently surveyed its training programmes about EDI. The list of questions gives a more concrete indication of UKRI's targets and priorities on this wide subject. • The survey questions and several responses from CDTs were circulated. • To be equipped to bid for future training grant funding, an institutional PGR EDI strategy, including ringfenced studentship funding will be necessary. • A Board of Graduate Studies EDI working group has formed and will be able to aid in the creation of strategy and supporting actions. <p>ACTION: RV to contact Carole Harris on how the Research Culture Forum can support the creation of an institutional PGR EDI strategy and funding.</p> <p>ACTION: DB to share past and future BGS EDI-WG minutes with CDTMC</p> |
| 090 | <p>Funded Covid Extensions</p> <p>The Committee received a verbal report. Key points and discussion were as follows:</p> <ul style="list-style-type: none"> • The final deadline for applications from all eligible students is 30 January 2022. • The deadline for allocating costs to the UKRI central block grant is March 2022. • After the final deadline, any future decisions will be made by either UKRI training programme grant holders (by generating underspend) or by the Doctoral College (for students funded by central/department scholarships and EPSRC DTP). • Cases for support after the final deadline will need to be increasingly exceptional, unless the student was withdrawn at the time of the final deadline. |
| Items below this line were for receipt and/or approval, without discussion | |
| Subsidiary and Sub-Committee Reports | |

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| 091 | <p>CDT Administrators Forum Report</p> <p>The CDT Administrator forum met on 1 December 2021. No matters were raised to this committee.</p> |
| Other | |
| 092 | <p>Any other business</p> <p>The following business was raised:</p> <p>FCCG Report</p> <ul style="list-style-type: none"> • In general, all doctoral training grants are operating as expected with any credit balances resulting from set advanced payment schedules or partner organisations invoicing in arrears. • Currently the UKRI Covid block grant is underspent, though this will be better understood after the final funded Covid extension application deadline. • The following grant underspends will result in funding being returned to the relevant council <ul style="list-style-type: none"> ○ Several unfilled EPSRC iCASE awards ○ An ESRC DTC grant for international industry collaborations that did not occur ○ An EPSRC NPIF grant with a very limited recruitment window <p>ACTION: RV to schedule FCCG Report as a standing item in all future CDTMC meetings</p> |
| Next meeting: 5 April 2022 11:00 – 13:00 (Microsoft Teams) | |